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Entertainment Commission
City and County of San Francisco

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**Notice and Agenda for Meeting
 of Organizational Development Committee
 Friday, July 11, 2003 at 4:00 p.m.
 Room 312, 1650 Mission Street**

1. Call to Order and Roll Call.
2. Public Comment.

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possible action to define the scope of work of the

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REFERENCE BOOK

to be taken from the Library

ization of specific projects that fall under the scope of the
 assignment of specific Committee members to take lead
 action Item.]

tems for future Committee meetings. [Action Item]

time for the next Committee meeting. [Action Item]

for the Entertainment Commission's interim policy on
 accessibility to its meetings.

Entertainment Commission
City and County of San Francisco

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**Notice and Agenda for Meeting
of Organizational Development Committee**
Friday, July 11, 2003 at 4:00 p.m.
Room 312, 1650 Mission Street

1. Call to Order and Roll Call.
2. Public Comment.
3. General Discussion and possible action to define the scope of work of the Committee. **[Action Item]**
4. Discussion and prioritization of specific projects that fall under the scope of the Committee, including assignment of specific Committee members to take lead positions on such projects. **[Action Item.]**
5. Discussion of agenda items for future Committee meetings. **[Action Item]**
6. Designation of date and time for the next Committee meeting. **[Action Item]**
7. Adjournment.

Please see attached for the Entertainment Commission's interim policy on accessibility to its meetings.

DISABILITY ACCESS

Room 312 at 1650 Mission Street is wheelchair accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #42 Downtown Loop, the #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI services, call 923-6142. Large print agendas are available. Sign language interpreters are available upon request by contacting the Entertainment Commission Office at least two working days prior to a meeting. Individuals with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities should also call the Entertainment Commission Office. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. A TDD phone for the Entertainment Commission is available on request.

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

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Sunshine Ordinance Task Force
Donna Hall, Administrator
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1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689
Office: (415) 554-7724
(Fax): (415) 554-7854
(E-mail): Donna_Hall@ci.sf.ca.us

WRITTEN COMMENTS

Persons attending the meeting and those unable to attend may submit written comments regarding the subject of the meeting. Such comments will be made part of the official public record and will be brought to the attention of the Committee. Written comments should be submitted to the Entertainment Commission c/o Bob Davis, Department of Administrative Services, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

ACKNOWLEDGMENTS

The author wishes to express his appreciation to the following individuals for their assistance and cooperation in the preparation of this manuscript: Dr. J. H. ...

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REFERENCES

1. J. H. ...
2. J. H. ...
3. J. H. ...
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APPENDIX

The following table gives the values of the various constants used in the calculations. The values are given in the units indicated in the table.

Entertainment Commission
City and County of San Francisco

103

called *Notice and Agenda*

Cancellation of Meeting
of Organizational Development Committee
Friday, July 11, 2003 at 4:00 p.m.
Room 312, 1650 Mission Street

Due to inadequate advance notice under local ordinance, this meeting may not be conducted at this time.
Notice of a future time for this meeting will be sent shortly.

Laurence Kornfield
Chief Building Inspector
Technical Services Division
Department of Building Inspection
415-558-6244 office
415-558-6688 fax

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**Notice and Agenda for Meeting of the
Organizational Development Committee**
Monday, July 14, 2003 at 3:00 p.m.
Room 302, 1650 Mission Street

1. Call to Order and Roll Call.
2. Public Comment.
3. General Discussion and possible action to define the scope of work of the Committee.
[Action Item]
4. Discussion and prioritization of specific projects that fall under the scope of the Committee, including assignment of specific Committee members to take lead positions on such projects. [Action Item.]
5. Discussion of agenda items for future Committee meetings. [Action Item]
6. Designation of date and time for the next Committee meeting. [Action Item]
7. Adjournment.

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Entertainment Commission

City and County of San Francisco

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**Notice and Agenda for Meeting of the
Organizational Development Committee**
Monday, August 4, 2003 at 3:00 p.m.
Room 421, City Hall,
1 Dr. Carlton B. Goodlett Place, San Francisco

1. Call to Order and Roll Call.
2. Public Comment.
3. Review and accept notes of last Organizational Development meeting held July 14, 2003 as follows:
 - A. Agreed to General Organizational Framework consisting of three parts:
 1. Commission
 2. Department
 3. Applicants
 - B. Automation - Commissioner Shlain will report on his recommendations
 - C. Revenue and Promotion - Commissioner Alan will report on his recommendations
 - D. Departmental Organizational Plan - Commissioner Meko will report on his recommendations
 1. Job Descriptions
 2. Executive Director Search
 3. Salary
 4. Scope of Services
 5. Customer Service
 6. Role of Mediation in staff selection
4. Committee Member Status Reports - Hear and discuss committee members status reports on
 - A. Automation - Shlain
 - B. Revenue and Promotion - Alan
 - C. Departmental Organization - Meko
5. Commissioner's Notice - Discuss and make recommendations to the EC as to the process by which EC staff will advise Commissioners on the status of

pending applications and the receipt of new applications for EC permits. **[Action Item]**

6. One-Time Extended Hours Permit - Discuss and make recommendations to the EC regarding the adoption of interim Rules and Regulations regarding the Review and Issuance of One-Time Extended Hours Permit **[Action Item]**
7. Sound Engineering - Discuss and Recommend to EC the acceptance of an offer by Charles Salter and Associates to convene the EC at his Sutter Street office to hear and see a demonstration of cutting edge sound attenuation technology and learn about the characteristics of sound transmission. **[Action Item]**
8. Complaint Process - Discuss and make recommendations for a public complaint process that includes both complaints about licensed and unlicensed premises. **[Action Item]**
9. General discussion and possible action regarding recommendation for adoption of Draft Rules for One-Time Place of Entertainment Permits. **[Action Item]**
10. Review and possible action regarding current budget and staffing for the Entertainment Commission. **[Action Item]**
12. Discussion of agenda items for future Committee meetings. **[Action Item]**
13. Designation of date and time for the next Committee meeting. **[Action Item]**
14. Adjournment.

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Entertainment Commission

City and County of San Francisco

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**Notice and Agenda for Meeting of the
Organizational Development Committee**
Monday, August 18, 2003 at 3:30 to 5:30 p.m.
Room 412, City Hall,
1 Dr. Carlton B. Goodlett Place, San Francisco

AUG 15 2003

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1. Call to Order and Roll Call.
2. Public Comment.
3. Hear and take possible action on Committee Member status reports. **[Action Item]**
4. Further discussion and possible action regarding recommendation for adoption of Draft Rules for One-Time Place of Entertainment Permits. **[Action Item]**
5. Update, review and possible action regarding budget and staffing for the Entertainment Commission to include Commission Secretary position and permit administrator position. **[Action Item]**
6. Update, review and possible action regarding automation and record keeping for the Entertainment Commission. **[Action Item]**
7. Review and possible action regarding revision of fee structure to permit payment of uniform fees for permits and consideration of possible "bulk" permit fees for permits under the jurisdiction of the Entertainment Commission. **[Action Item]**
8. Update, review and possible action regarding the scheduling and agenda of an off-site meeting of the full Entertainment Commission at the offices of Charles Salter and Associates to participate in a presentation on sound transmission and attenuation technology. **[Action Item]**
9. Update, review and possible action regarding development of a mediation review and resolution process for permits and activities under the jurisdiction of the Entertainment commission. **[Action Item]**
10. Discussion of agenda items for future Committee meetings. **[Action Item]**
11. Designation of date and time for the next Committee meeting. **[Action Item]**
12. Adjournment.

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Entertainment Commission

City and County of San Francisco

5
103
≡ Notice and Agenda for Meeting of the
≡ Organizational Development Committee
Monday, September 15, 2003 at 3:30PM
Room 421, City Hall,
1 Dr. Carlton B. Goodlett Place, San Francisco

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1. Call to Order and Roll Call.
2. Public Comment.
3. Hear and take possible action on Committee Member status reports. [Action Item]
4. Discussion of possible hiring of one time contractor to assist staff with permit administration including a Job Description. [Action Item]
5. Further discussion of One-Time Place of Entertainment Permit policy and procedures. [Action Item]
6. Review and possible action regarding revision of fee structure to permit payment of uniform fees for permits. [Action Item]
7. Update and review of budget and staffing [Action Item]
8. Discussion of Executive Director including job description [Action Item]
9. Update, review and possible action regarding the scheduling and agenda of an off-site meeting of the full Entertainment Commission at the offices of Charles Salter and Associates to participate in a presentation on sound transmission and attenuation technology. [Action Item]
10. Review the creation of Entertainment Commission protocol for overruling conditions recommended by the SFPD for new entertainment permits [Action Item]
11. Review the creation of process/permit for residents in the SOMA who qualify for a "Rent Party" under the SF Planning Code section 205.3 [Action Item]
12. Discussion of agenda items for future Committee meetings. [Action Item]
13. Designation of date and time for the next Committee meeting. [Action Item]
14. Adjournment.

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Entertainment Commission

City and County of San Francisco

Notice and Agenda for Meeting of the Organizational Development Committee

Monday, October 6, 2003 at 3:30PM

Room 479, City Hall,

1 Dr. Carlton B. Goodlett Place, San Francisco

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1. Call to Order and Roll Call.
2. Public Comment.
3. Discussion of Executive Director including job description **[Action Item]**
4. Hear and take possible action on Committee Member status reports. **[Action Item]**
5. Discussion of deliverables and form of RFP for one time contractor to assist staff with developing departmental procedures and legislative changes. **[Action Item]**
6. Further discussion of One-Time Place of Entertainment Permit policy and procedures. **[Action Item]**
7. Review and possible action regarding revision of fee structure to permit payment of uniform fees for permits. **[Action Item]**
8. Update and review of budget and staffing **[Action Item]**
9. Create timeline for Dept. heads meetings to discuss developing timelines
10. Discussion of agenda items for future Committee meetings. **[Action Item]**
11. Adjournment.

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Entertainment Commission

City and County of San Francisco

Notice and Agenda for Meeting of the Organizational Development Committee

Monday, October 20 at 3:30 to 5:30 p.m.

Room 421, City Hall,

1 Dr. Carlton B. Goodlett Place, San Francisco

1. Call to Order and Roll Call.
2. Public Comment.
3. Hear and take possible action on Committee Member status reports. **[Action Item]**
4. Update on Executive Director position, posting and potential action regarding acceptance of candidates.
5. Update, review and possible action regarding budget and staffing for the Entertainment Commission to include Commission Secretary position and permit administrator position. **[Action Item]**
6. Update, review and possible action regarding automation and record keeping for the Entertainment Commission.
7. Discussion of deliverables for RFP (individually) and posting of RFP. **[Action Item]**
8. Discussion of soundproofing and how EC should recommend and enforce.
9. Update, review and possible action regarding development of a mediation review and resolution process for permits and activities under the jurisdiction of the Entertainment commission. **[Action Item]**
10. Discussion of agenda items for future Committee meetings. **[Action Item]**
11. Designation of date and time for the next Committee meeting. **[Action Item]**
12. Adjournment.

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Entertainment Commission

City and County of San Francisco

Notice and Agenda for Meeting of the Organizational Development Committee

Monday, November 17 at 3:30 to 5:30 p.m.

Room 421, City Hall,

1 Dr. Carlton B. Goodlett Place, San Francisco

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1. Call to Order and Roll Call.
2. Public Comment.
3. Rules of Order. **[Action Item]**
4. Update on Executive Director Position – discussion of reasonable milestones for new ED.
5. Update, review and possible action regarding budget and staffing for the Entertainment Commission to include Commission Secretary position and permit administrator position. **[Action Item]**
6. Update, review and possible action regarding automation and record keeping for the Entertainment Commission.
7. Discussion of status of RFP. **[Action Item]**
8. Discussion of framework for Commission Bylaws – Attendance, Rules,
9. Update, review and possible action regarding development of a mediation review and resolution process for permits and activities under the jurisdiction of the Entertainment commission. **[Action Item]**
10. Discussion of agenda items for future Committee meetings. **[Action Item]**
11. Designation of date and time for the next Committee meeting. **[Action Item]**
12. Discussion and possible action to adopt procedures and guidelines for the granting of a "One Time Dance" permit. **[Action Item]**
13. Discussion and possible recommendations to the EC regarding acquiring help with PR. **[Action Item]**
14. Adjournment.

11-14-03P04:48 RCVD

Please see attached for the Entertainment Commission's interim policy on accessibility to its meetings.

DISABILITY ACCESS

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WRITTEN COMMENTS

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Entertainment Commission

City and County of San Francisco

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**≡ Notice and Agenda for Meeting of the
≡ Organizational Development Committee**
Monday, Dec 1, 2003 at 3:30 p.m.
Room 421, City Hall,
1 Dr. Carlton B. Goodlett Place, San Francisco

1. Call to Order and Roll Call.
2. Public Comment.
3. Hear and take possible action on Committee Member status reports. **[Action Item]**
4. Update, review and possible action regarding budget and staffing for the Entertainment Commission to include Commission Secretary position and permit administrator position. **[Action Item]**
5. Discussion of bylaws
 - a. Attendance Rules
 - b. Rules of conduct
 - c. Any commissioner acting on behalf on the EC must notify the ED of all contacts and the nature of the contact
 - d. Conflict of Interest
 - e. What Constitutes a quorum
 - f. Consequences of failing any of the bylaws
6. Discussion of deliverables for RFP (individually) and posting of RFP. **[Action Item]**
7. Discussion of the Rules of Order.
8. Discussion of important milestones for Executive Director.
9. Update, review and possible action regarding development of a mediation review and resolution process for permits and activities under the jurisdiction of the Entertainment commission. **[Action Item]**
10. Discussion of agenda items for future Committee meetings. **[Action Item]**
11. Designation of date and time for the next Committee meeting. **[Action Item]**
12. Adjournment.

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Entertainment Commission

City and County of San Francisco

**Notice and Agenda for Meeting of the
Organizational Development Committee**
Monday, Dec 15, 2003 at 3:30 p.m.
Room 453, City Hall,
1 Dr. Carlton B. Goodlett Place, San Francisco

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1. Call to Order and Roll Call.
2. Public Comment.
3. Update, review and possible action regarding budget and staffing for the Entertainment Commission to include Commission Secretary position and permit administrator position. **Action Item]**
4. **Discussion of Legislation to change time of last call.**
5. Discussion of bylaws
 - a. Attendance Rules (80% annual attendance)
 - b. Rules of order
 - c. Any commissioner acting on behalf on the EC must notify the ED of all contacts and the nature of the contact (guidelines of reporting)
 - d. What constitutes a quorum (city atty input)
 - e. Consequences of failing any of the bylaws
6. Discussion of important milestones for Executive Director
 - a. Office Space
 - b. Finalized budget
7. Update, review and possible action regarding development of a mediation review and resolution process for permits and activities under the jurisdiction of the Entertainment commission. **[Action Item]**
8. Discussion of agenda items for future Committee meetings. **[Action Item]**
9. Designation of date and time for the next Committee meeting. **[Action Item]**
10. Adjournment.

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Entertainment Commission

City and County of San Francisco

Notice and Agenda for Meeting of the Organizational Development Committee

Monday, January 5, 2005 at 3:30 p.m.

Room 421, City Hall, 2004

1 Dr. Carlton B. Goodlett Place, San Francisco

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1. Call to Order and Roll Call.
2. Public Comment.
3. Discussion and possible action to finalize the wording on the Entertainment Commission Resolution Urging a State Law Change requesting that the California State Legislature pass legislation to modernize laws related to alcohol closing times. [Action Item]
4. Adjournment.

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Entertainment Commission

City and County of San Francisco

Notice and Agenda for Meeting of the Organizational Development Committee

Monday, February 2, 2004 at 3:30 p.m.

Room 201, City Hall,

1 Dr. Carlton B. Goodlett Place, San Francisco

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1. Call to Order and Roll Call.
2. Public Comment.
3. Review and discussion and possible approval of bylaws for the Entertainment Commission. [Action Item]
4. Comments from Executive Director
5. Adjournment.

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Entertainment Commission

City and County of San Francisco

**Notice and Agenda for Meeting of the
Organizational Development Committee**
Monday, February 2004, at 3:30 p.m.
Room 479, City Hall,
1 Dr. Carlton B. Goodlett Place, San Francisco

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1. Call to Order and Roll Call.
2. Public Comment.
3. Discussion of hearing process for applicants. [Action Item]
4. Review and Discussion of Bylaws [Action Item]
5. Consider adoption of a "Statement of Principles Controlling Mediation Policies and Procedures for Entertainment Commissioners and Staff"
6. Comments from the Executive Director.
7. Adjournment

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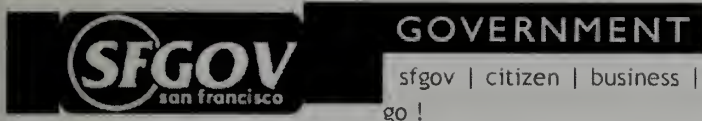
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Entertainment Commission >> Meeting Information

City and County of San Francisco
Entertainment Commission

March 01, 2004

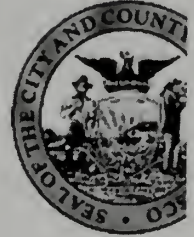
Notice and Agenda for Meeting of the

Organizational Development Committee

Monday, March 1, 2004 at 2:00 p.m.

Room 479, City Hall,

1 Dr. Carlton B. Goodlett Place, San Francisco



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1. Call to Order and Roll Call.
2. Public Comment.
3. Review and Discussion the additions and corrections of Bylaws
[Action Item]
4. Consider adoption of a "Statement of Principles Controlling
Mediation Policies and
Procedures for Entertainment Commissioners and Staff" [Action Item]
5. Comments from Executive Director
6. Adjournment.

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Entertainment Commission

City and County of San Francisco

**Notice and Agenda for Meeting of the
Organizational Development Committee**
Monday, March 15, 2004, at 3:30 p.m.
Room 479, City Hall,
1 Dr. Carlton B. Goodlett Place, San Francisco

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1. Call to Order and Roll Call.
2. Public Comment.
3. Review and Discussion of Bylaws [Action Item]
4. Press Principals
5. Progress Repot on E-Government.
6. Comments from the Executive Director.
7. Adjournment

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Entertainment Commission

City and County of San Francisco

**Notice and Agenda for Meeting of the
Organizational Development Committee**
Monday, April 5, 2004, at 3:30 p.m. - 5:30 p.m.
Room 479, City Hall,
1 Dr. Carlton B. Goodlett Place, San Francisco

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MAR 31 2004

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1. Call to Order and Roll Call.
2. Public Comment.
3. Discussion of press principles with Cassandra Huysentruyt - PR Assistance
4. Approval of Bylaws (Action Item)
5. Comments from the Executive Director.
6. Discussion of PR intern.
7. Discussion of New Agenda Items.
8. Adjournment.

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DISABILITY ACCESS

Room 406 is wheelchair accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #42 Downtown Loop, the #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI services, call 923-6142. Large print agendas are available. Sign language interpreters are available upon request by contacting the Entertainment Commission Office at least two working days prior to a meeting. Individuals with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities should also call the Entertainment Commission Office. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. A TDD phone for the Entertainment Commission is available on request.

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact:

Sunshine Ordinance Task Force
Donna Hall, Administrator
City Hall, Room 409
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689
Office: (415) 554-7724
(Fax): (415) 554-7854
(E-mail): Donna_Hall@ci.sf.ca.us

WRITTEN COMMENTS

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